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UNITED STATES MISSION - BOGOTA  
**VACANCY ANNOUNCEMENT**

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**JOB VACANCY**

January 7, 2004

**OPEN TO:** All Interested Candidates

**POSITION:** **STOREKEEPER (C-522)**

**CLOSING DATE:** **Tuesday, January 20, 2004**

**WORK HOURS:** Full time; 40 hours/week

**SALARY:** FSN/PSC – 6 – Col. Ps. \$19,896,120.00

**TO APPLY**

- If you meet all the requirements for this position, please submit a Foreign National Employment application form.
- Applicants may attach copies of any other documentation (e.g. essays, certificates, awards, degrees earned) that addresses the qualification requirements of the position as listed below.

**You must request an application form at the Embassy receptionist or you may print it out by accessing the Embassy web page: <http://usembassy.state.gov/Colombia> under "La Embajada" > "La Oficina de Recursos Humanos".**

**SUBMIT APPLICATION TO:**

American Embassy  
Human Resources Office  
Attention: Recruitment Unit  
**Diagonal 22D Bis No. 47-51**

- Embassy employees must submit the employment application to the Human Resources Office receptionist.
- Outside applicants must submit the employment application to the Embassy receptionist.

**APPLICATIONS WILL NOT BE RETURNED. APPLICANTS SHOULD KEEP A COPY FOR THEIR FILES TO APPLY FOR UPCOMING VACANCIES.**

### **PROFILE OF THE POSITION**

The U.S. Embassy in Bogota is seeking an individual for the position of Storekeeper in the USAID (United States Agency for International Development).

### **BASIC FUNCTIONS OF POSITION**

This position is located in the Executive Office, USAID/Colombia, Bogotá. The primary purpose of this position is to maintain official property records for the Mission's expendable (EXP) and non-expendable property (NXP) and to prepare periodic reports. Maintains the automated property system and manually produced records regarding EXP and NXP and maintain both computerized and paper files. Is in charge of the Mission's secure stockroom. Stores, and keeps track at all times by means of sign out sheets of electronic equipment such as Cameras and Video cameras, which he controls with special care. Ensures the good maintenance of the office and apartments leased by the Mission. Maintains the Work Order (WO) system updated and tracks all WO requests with GSO. Controls and tracks location of all office and residence furniture, furnishings, appliances and other equipment. Plans and assists with physical inventories and property disposal.

### **MAJOR DUTIES AND RESPONSIBILITIES:**

A. Is in charge of the Mission's secure stockroom. Receives orders on the first Monday of each month from Office Secretaries. Fills these from stock on hand. Controls and tracks location of all office and residence furniture, furnishings, appliances and other equipment. Receives, stores, issues and controls with special care, electronic equipment such as cameras and video cameras. Keeps track of where each of these items is at all times by means of sign-out sheets.

B. Serves as the Mission's receiving clerk back up when the warehouse storekeeper (Position No. C521) is not available. Maintains the Mission's automated property system and manually produced records regarding both NXP and EXP supplies. Prepares and maintains sheets to record expendable supplies. Receives a report from the warehouse Storekeeper

of bar codes which he has assigned to the NXP to be stored in the warehouse (furniture, furnishings, appliances and equipment) and enters these into the computerized record. Also receives the receiving report and supply Form of EXP items and enters them to the EXP system. If loss or damage items to newly arrived property is reported, he/she is responsible to inform procurement section and follow up the claim to the vendor. Maintains records on all property in each residence, office and the Director's apartment. Takes digital photos of all furniture, appliances and furnishings. Inputs information of each bar-code item following its movement so that each can be located at any time. Records on the computer Bar-code database and maintains custody records of property, expendables, equipment and spare parts issued, posting receipts and issuances and balance on hand. Reviews, plans and implements improvements to record systems.

C. Prepares annual inventory plans and Spot Checks for NXP and expendable supplies. Assists in conducting annual inventory of office physical inventories, both OE and projects, and also in the physical inventory of departing U.S. employees' residences. Reconciles discrepancies between inventory findings and stock record cards and/or the NXP computer record system. Prepares the final inventory document, obtains signatures and reconciles items to the automated Bar-code NXP records. Prepares the adjustments and final report of inventory for USAID/W.

D. Prepares reports and statements on current inventories of all USAID, OE and Project property. Makes regular physical spot checks of EXP and NXP in the warehouse. Prepares reports and oversees the maintenance of separate records for OE and projects for their NXP and expendable supplies. Also prepares required quarterly and annual reports on EXP and real property.

E. Assists in the disposal of property. Select items to dispose according to disposal regulations. Prepare the list and send it to GSO. Assists to the auction, verifies sales and prepares documents for disposal.

F. Ensures that the office and leased apartments are running well; i.e., that light bulbs are replaced, soiled carpets cleaned, overflowing toilets corrected, etc. Prepares purchase requests for special orders; e.g., maintenance of carpets, office equipment, etc. Is responsible for the work Order system entering the information requires by the system and reviewing daily the orders received. Ensures that proper work is done and maintain the requestor updated with the status of the job.

G. Serves as backup to and assists the other Storekeeper, Pos. No. C-521, and in his absence performs all duties and responsibilities of that

position. Trains and/or update the warehouse helpers in Barscan program annually. Performs other miscellaneous related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**Note: Candidates who do not meet these required qualifications will not be considered.**

- a. Education: Completion of secondary school is required.
- b. Prior Work Experience: From three to four years of progressively responsible experience in clerical and warehousing operations is required.
- c. Language Proficiency: Level III ( good working knowledge) English ability is required.
- d. Knowledge, Abilities and Skills: Must have knowledge of standardized bookkeeping, inventory procedures and processes. Must have a good working knowledge of stock and record control forms and records; a knowledge of storage techniques, and general knowledge of materials packing and shipping requirements. Must have strong organizational skills. Must be familiar with computer data input and word processing. Ability to analyze transaction documents and reports and to detect and correct errors. Must be able to meet deadlines under pressure and in dealing with local and U.S. staff, be polite but firm and tactful when decisions must be made limiting access to goods.

**ADDITIONAL INFORMATION:**

Post Entry Training: On-the-job training in Bar-scan operations.

**ADDITIONAL SELECTION CRITERIA**

- 1. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
- 2. Current employees serving a probationary period are not eligible to apply.

**APPLICATIONS MUST BE RECEIVED IN THE EMBASSY BY:  
01/20/04**

DISTRIBUTION: "BB"

